Curriculum Development Form
Modify an Existing Program (Academic Award)

Program Name (Academic Award): Early Childhood Education
CIP Code: 13.12.10
Type of Academic Award: Certificate ☑ / Transfer Pathway □
Current Location: Faribault ☑ / North Mankato □
Current Credits: Certificate 16 Proposed Credits: 18 - Certificate
Date of Proposal: 11-13-18 Proposed Implementation Date: Fall 2019
Contact Person: Lynn Michel
What is the modification being proposed? Changing the program name to Early Childhood Education. Suffix will change from CDEV to ECE Certificate - eliminating 1/4 course + adding new course.
What impact will the modification have? ECE1205 Intro. to ECE. The observation courses ECE2120 to 2128 equal 3 credits, but need 30 credits:
Describe the rationale for this modification: Observation + Evaluation course for ECE transfer pathway. ECE1205 is required in the pathway. Course names also changing for consistency!

As Faculty Developer, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation
☑ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
☑ Explored existing program offerings to identify potential duplication
☑ Completed Intention Form

Continue the Curriculum Development Process
☑ Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
☑ Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
☑ Identified prerequisites (if any) for admission to the program
☑ Created program description in WIDS
☑ Created measurable program student learning outcomes in WIDS
☑ Proofread documentation for correct content
☑ Proofread documentation for grammatical and typographical errors
☑ For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
☐ Uploaded additional documentation to WIDS (comparison template, etc.)

Lynn Michel
Faculty Developer Signature

Date 11-13-18

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As Primary Department Chair, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback
☑ Proofread documentation for correct content and proper structure
☑ Proofread documentation for grammatical and typographical errors
☐ For LAS programs, signature of all LAS Department Chairs included

☑ I support this program plan    ☐ I do not support this program plan — please provide reason(s):

[Signature]    [Date]

Primary Department Chair Signature    Date

For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ I support this program plan    ☐ I do not support this program plan — please provide reason(s):

[Signature]    [Date]

LAS Department Chair Signature    Date

☐ I support this program plan    ☐ I do not support this program plan — please provide reason(s):

[Signature]    [Date]

LAS Department Chair Signature    Date

☐ I support this program plan    ☐ I do not support this program plan — please provide reason(s):

[Signature]    [Date]

LAS Department Chair Signature    Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.
As Academic Dean/Director, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar's Office)
- Provided supporting documentation to populate Program Navigator

☑️ I support this program plan     ☐ I do not support this program plan — please provide reason(s):

_____________________________  11/10/18
Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

☑️ 12/7/2018
Curriculum Committee Chair Signature  Date

☑️ 12/7/18
Vice President of Student and Academic Affairs Signature  Date

☑️ 12/11/18
President Signature  Date

The following steps are possible post-approval steps

Modify an Existing Program
- Credit length change
  Upload to MnSCU Program Navigator
  - Curriculum Committee Chair electronic approval
  - Vice President of Student and Academic Affairs electronic approval
  - President electronic approval
  - Vice President of Student and Academic Affairs electronic approval (2nd)
  - MnSCU reviews for final approval
  - MnSCU grants approval
  Student Affairs
  - ISRS; DARS; eCatalog
  Scope and Sequence for Perkins Programs of Study
  Federal Dept. of Education review
  Higher Learning Commissions (HLC) review

Modify an Existing Program
- No credit length change
  Student Affairs (documentation posted on CC website)
  - ISRS; DARS; eCatalog
  Scope and Sequence for Perkins Programs of Study